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PART I: INTRODUCTION

1.1 Intent

To provide each LIDS user with record keeping guidelines, audit tests and performance rating criteria.

1.2 Responsibility

The primary responsibility for application of these guidelines rests with the sheriff/superintendent or each chief executive officer of the jail, regional jail or jail farm.

1.3 Purpose of this Audit Guide

1. Provide day-to-day audit guidelines to ensure the financial accuracy of request for payments and the overall accuracy of data entered into LIDS.
2. Provide day-to-day audit guidelines to facilitate local jail self-audits.

PART II: JAIL ADMINISTRATION

Article 1 - Good Business Practices for Jails

Good business practices for jails require that adequate operational and financial controls be in place and maintained to ensure efficient management of the facility. This is accomplished through effective procedures, training of personnel, and management review of operations including financial controls.

2.1 Jail Internal Policies and Procedures Manual

1. The facility's policy and procedures manual should be reviewed every 12 months by the administration to take into consideration changes in the Code of Virginia, the Appropriation Act, and in LIDS that affect the monthly invoice.
2. The jail's standard operating procedures should be clearly written to ensure compliance with the following guidelines. You may wish to take the following into consideration as you write specific policies and procedures for your manual:
 - a. LIDS is a financial payment system
 - i. The jail is a revenue center.
 1. The Local Inmate Data System (LIDS) is a computerized per diem payment system for each jail.
 - ii. Local jail management systems that interface with LIDS should have the same financial controls as LIDS.
 - b. LIDS is a data collection system
 - i. Data from LIDS is used in establishing the Jail staffing levels by the Compensation Board.
 - ii. Data is recorded to a standardized statewide database of inmate information. Activities affect the money provided to the locality.
 - iii. LIDS data is used to:
 1. Record all Jail Commitments and Releases
 2. Collect Sentencing data for State and Federal agencies
 3. Support the need for the LIDS Illegal Alien Queries (IAQ) in the LIDS-ICE Tracking System (LITS)
 4. Forecast the State's future Local and State Responsible populations, both within the jails and state correctional centers
 5. Assist Virginia Department of Social Services in locating non-custodial incarcerated parents for child support purposes
 6. Supply other data needed by State and Federal agencies
 7. Help Virginia Departments of Criminal Justice Services; Juvenile Justice; Human behavior and Disability Services, as well as, documenting recidivism and crime trending analysis
 - iv. LIDS data is sent to the Social Security Administration

1. The locality may receive a finder's fees of \$200 to \$400 from the Social Security Administration for identifying inmates whose Social Security Payments benefits may be terminated while incarcerated.

PART II: JAIL ADMINISTRATION (Continues--)

- v. Shared Activity
 1. Ability to share prisoner information on a statewide basis
 2. Capability to locate offenders wanted on warrants residing in other jails.
 3. Reports revenue received in a more efficient manner.
 - a. Ability to verify and/or prepare invoices for payments of prisoners held for federal, state, non-local, and local entities.

Article 1 - Good Business Practices for Jails

2.2 Training of LIDS Technicians and Jail Staff

(See LIDS Technician responsibilities found on the Compensation Board Website in the "Sheriffs" or "Regional Jails" pages of the Operating Manual)

1. All LIDS technicians and/or staff assigned to processing LIDS activity should be trained in the basic LIDS features and operation.
 - a. It is recommended that one person who works each shift is experienced and competent in LIDS operations.
 - b. The sheriff/superintendent should ensure that when there is a turnover of the LIDS technician or staff responsible for LIDS occurs, the incumbent is adequately trained.
 - c. There should be an employee (LIDS back-up) trained in LIDS activities that can fill in when the LIDS technician is on vacation, sick leave, training or otherwise not available.
2. The accuracy of LIDS data is the responsibility of jail personnel. They should:
 - a. Ensure appropriate documentation is obtained and maintained. Typically, the following documents would be found in an inmate's file:
 - i. Commitment order(s), Form #DC-352
 - ii. Continuance order(s)
 - iii. Release order(s), Form #DC-353
 - iv. Disposition notice(s) Form #DC- 356 and/or Court order(s),
 - v. Transport order(s), Form #DC-354 or other authorizations including receipt documentation
 - vi. Any and all other documents which authorize or acknowledge inmate activity that has been authorized by local, state or federal law enforcement officers.
 - b. Ensure procedures are followed.

- c. Seek more efficient operation methods.

PART II: JAIL ADMINISTRATION (Continues--)

Article 1 - Good Business Practices for Jails

2.3 Establishment of Financial and Operational Controls for LIDS

1. Jail management is responsible to ensure that monthly invoices, as well as, LIDS data are accurate and complete, by payment category.
2. Local procedures and practices should ensure:
 - a. Integrity of data that is batch loaded or directly recorded to LIDS from a local jail management system.
 - b. LIDS data is supported by court, federal, Department of Correction documents.
 - c. Local Jail month-end inmate headcounts are reconciled to the Jail's Management System and LIDS at least monthly and documented in the Month-End file.

2.4 Local Managerial Responsibilities for LIDS

1. Management is responsible to provide all documentation necessary to support their payment request. (See Glossary)
2. Management is responsible to review LIDS activity to ensure that the laws, local policies and procedures are being followed. (See LIDS Users Manual)
3. Management is responsible to ensure that all changes in the local procedures are communicated to all employees in a timely manner and to ensure the accuracy of data in LIDS.
4. Management is responsible to ensure that all personnel providing documents, data, or other interfaces with LIDS do so in a timely, efficient, and accurate manner.
5. Management is responsible to ensure that only inmates committed to the custody of a Sheriff or Regional Jail Superintendent are recorded to LIDS.
6. Management is responsible to ensure that Committal and Release Documentation received from Courts, Magistrates, Federal Authorities, and/or other committing authorities contain sufficient information to meet LIDS recording requirements.
 - a. Management should resolve conflicting or inconsistent information with the committing authority by contacting the Magistrate, Court, or other issuing authority to resolve confusing or misleading documentation.
 - b. Payment for inadequate or unsupported commitments will be disallowed.

PART II: JAIL ADMINISTRATION (Continues--)

Article 1 - Good Business Practices for Jails

- c. Consideration should be given to obtaining and maintaining copies of all related documentation, including but not limited to the following:
 - i. Warrants,
 - ii. Disposition Notices
 - iii. Transportation Orders,
 - iv. Signed documentation for receipt and delivery of inmates
 - v. Held by Agreement documents
 - vi. Other documents that supports the request for payments or recording of inmates to LIDS.

Article 2 - LIDS Access Security

2.5 Access Accountability

1. It is the jail's management responsibility to protect the jail's access to LIDS. Each person that has authority to access the LIDS system is accountable for their access to the system.
2. Security Identification and password is essentially a signature of the person assigned access. Therefore, the assignee is responsible for protecting their access and password to the system.
3. Unauthorized access to the state computer system is a criminal offense. Security over access must be maintained to prohibit unauthorized access to Commonwealth of Virginia computer systems.
4. The Compensation Board must be notified when jail staff authorized to access LIDS is re-assigned or when turnover occurs. The purpose of the notification is to document the termination of the user LIDS identification.
5. It is the jail's management responsibility to place personal computers accessing LIDS at locations that prohibit unsupervised access by unauthorized personnel.
6. Management is responsible to ensure that the personnel authorized to access LIDS have adequate resources available to support the LIDS function including separate Internet access and print capabilities for working with LIDS. (See Article 1 – 2.2)
7. If it is discovered that individual password security has been compromised, the LIDS User should contact as soon as practical, VITA Customer Care Center for password resetting at 1-866-637-8482.
8. Jail management are required to review LIDS Logon identification twice a year and confirm current users, or notify LIDS Technician authorized user changes.

PART III: STANDARD COMPENSATION BOARD AUDIT TESTS

Article 1 – Introduction

The following is a detailed listing of items you will be asked to provide and tests that Compensation Board auditors will likely perform during a LIDS audit.

Article 2 - Documentation Requested During Audit

2.1 Jail standard operating procedures for LIDS.

A. Jail Organization Charts (Chain of Command)

1. Assignment of LIDS responsibilities:

The job description of LIDS Technician should include the responsibility listed below.

- a. Ensure payment amounts and data are accurate:
 - i. Completeness
 - ii. Accuracy
 - iii. Timely submission
 - 1. Submitted by the 10th working day of the month
- b. Ensure accurate financial reporting within LIDS
 - i. Accuracy of Per Diem Payments to localities and regional authorities.
- c. Knowledge of legislative changes, system changes, and policy changes that affect LIDS
- d. Training of other LIDS users in the facility
- e. Data accuracy is maintained between local systems and LIDS

2. The entrance letter will request that a copy of the jail's LIDS Technician position job description be made available upon our arrival.

- a. The job description will be compared with the LIDS Technician Position requirements recorded in the Sheriff's Operating Manual
<http://www.scb.virginia.gov/policy/FY11SHR.pdf>
- b.
- c. LIDS Technician work activity will be compared with the written job description.
- d. Where minimum Compensation Board criteria have not been accomplished a finding will be recorded in the audit report.
 - i. Sheriff/Regional Jail Superintendent and/or Compensation Board Management will determine action to be taken as necessary.

PART III: STANDARD COMPENSATION BOARD AUDIT TESTS (Continues--)

Article 2 – 2.1

3. Method of delegating Chief Executive Authority

- a. Letters authorizing access to LIDS.
- b. Letters delegating the Chief Executive authority to certify and approve monthly payment request. They should be maintained at the LIDS Technician work station for review upon request.
- c. List of authorized LIDS users

4. Alternative program authorization documents (§ 53.1-131.1)

- a. Court Orders based on named individuals and not by blanket orders.
- b. DOC / DCJS
- c. Regional Jail Board agreements to place inmate in Home/ Electronic Incarceration or Work Release Programs.

4.1 Jail Management Review of Records Activity

1. Review of LIDS activity by payment category. Supervisor review of activity may be daily, weekly, bi-monthly, or monthly as deemed necessary by jail management
2. Review of LIDS Batch Error Reports for the purpose of determining whether the Local Jail Management system has been updated in a timely manner.
3. Review of LIDS Financial Summary certification and approval for timeliness.
4. Conduct quality control reviews of three to five files per week to data recorded to LIDS to ensure the accuracy of jail's recording process.
5. The facility should maintain a record and make available to the Compensation Board auditor(s) tests completed throughout each month. (See Audit Guide page 11)

The test and records should demonstrate to the auditor that sufficient verification procedures have been conducted to ensure accuracy of data entered into LIDS. They should also enable the Certifier to verify that inmate activity as submitted to the Compensation Board is accurate for payment.

PART III: STANDARD COMPENSATION BOARD AUDIT TESTS (Continues--)

Article 3 – Compensation Board Audit Procedures

3.1 Scope of Audits

1. Compensation Board Auditors may conduct all or some of the above tests related to payment records as deemed necessary to determine the impact, if any, on the payment request. Additionally, the samples may be expanded or decreased as the number of findings warrants.
2. We will audit to either the end of the last audit period or the previous two (2) years, whichever is greater.
3. The frequency of the audit of each jail is dependent on the Performance Ratings each jail received in the previous audits. The goal is to complete audits as follows.
 - a. All facilities will be reviewed within 24 months of last audit
 - b. Unsatisfactory rating
 - i. Once every 6 months.

3.1 Internal Control Review and Testing

1. Onsite Review jail management systems of internal controls
 - a. Policy and Procedures are Written and Enforced.
 - b. Physical Assets and Records are Safeguarded
 - c. Separation of Duties are Adequate
 - d. Documented Management Review Process
 - e. Information System Security is Adequate
2. Review reconciliation Procedures and Practices test.
 - a. Test a sample of the jail's headcount reconciliation records.
 - i. Reconcile physical headcount to LIDS
 - ii. Reconcile physical headcount with Local management system headcount
 - b. Identify and report unresolved items to management.

PART III: STANDARD COMPENSATION BOARD AUDIT TESTS (Continues--)

Article 3 – Compensation Board Audit Procedures

3.2 Possible Error and Data Accuracy Test

The following audit tests are similar in nature and lists containing possible inmate record discrepancies are prepared and forwarded to the jail prior to the auditor's arrival

1. Possible ordinances recorded as misdemeanors
2. Possible duplicated record entries
3. Financial Adjustment documentation tests;
 - a. Determine that all adjustments noted on the Monthly Status Report are reviewed
 - b. For unusual transactions' examine explanation of adjustment noted thereon.
4. "Old" Awaiting Trial (RC 10) Inmates Test (for greater than 9 months).
5. For items 1 through 4, perform the following tests:
 - a. Compare the record source document data to LIDS data entered on the LIDS system for accuracy of entry. See (Holding for Locality Report
 - b. Identify and report unresolved discrepancies

PART III: STANDARD COMPENSATION BOARD AUDIT TESTS (Continues--)

Article 5 – Compensation Board Audit Procedures

6. The following are specific functions that are tested on a sample basis to ensure the accuracy of data recorded to LIDS.
 - a. Certification dates are reviewed for due date compliance.
 - b. Inmates recorded on Federal invoices and source data are compared to inmates recorded to LIDS.
 - c. Out of State Payable and Non-payable source documents are verified to LIDS.
 - d. Out of State Contracted inmate source documents are verified to LIDS.
 - e. Work Release activity (depending on jail size) rosters and source records included in the month-end file verified to LIDS.
 - f. DOC Work Release Jail Contract Bed Program (RC 28) is compared with records provided by DOC and verified to LIDS. The Jail must have a signed Work Release Contract Agreement.
 - g. Cadre (RC 70) records are verified to LIDS.
 - h. Weekender and Non-Consecutive days inmate records are verified to LIDS.
 - i. Home Electric Monitoring will be tested for the following:
 - i. DOC Approval of the program
 - ii. Inmate specific authorization for entry into the program
 - iii. Documented consent by a locality Sheriff for a Regional Jail or the administrator of a local jail facility and/or court to assign a person to a home/electronic incarceration program. (See 53.1-116_c)
 - k. Reconciliation of commitments & releases to those recorded to the Local Jail Management System incurred.

PART III: STANDARD COMPENSATION BOARD AUDIT TESTS (Continues--)

Article 5 – Compensation Board Audit Procedures

7. LIDS Demographic Statistical Sample Test

- a. Typically, the sample will be requested in advance (15 to 30 days) to the jail when the auditor's arrive on site.
- b. Compare the sample record source document data to LIDS data entered to the LIDS system for accuracy of entry.
 - i. Name
 - ii. CORIS identification number
 - iii. Committal Date & Time
 - iv. Reason Confined Including:
 1. Regular
 2. Federal
 3. Out of State
 4. Alternative Programs
 5. Held by Agreement
 - v. Offense Type
 - vi. Offense Code
 - vii. All offense Codes Recorded
 - viii. Sentence Length Recorded
 - ix. Total days Incarcerated
 - x. Dollars paid for Number Days Incarcerated.
 - xi. Reason Released Code
 - xii. Date Released
 - xiii. Sentence Offense Code
 - xiv. Sentence Date
 - xv. Offense Date
 - xvi. Jurisdiction Code
 - xvii. Pending Charges
 - xviii. Total State Days
 - xix. Total State Dollars Payment
- c. Have adjustments & discrepancies been reported to management.

PART III: STANDARD COMPENSATION BOARD AUDIT TESTS (Continues--)

Article 5 – Compensation Board Audit Procedures

5.4 Performance Rating Matrix

Rating	Annual Percent Of Claim Errors Dollars ¹	Missed Release Errors Percent ²	Ordinance Recording Errors Percent ³	Duplicated Commitment Errors Percent ²	Unrecorded Commitment Errors Percent ¹	Late Certification Months ⁴	Clerical Errors Percent ³
Exceptional	=<1	<=1	<=2	<=1	<=1	-0-	<=4
Satisfactory	<=3	<=3	<=5	<=3	<=3	-2-	<=8
Adequate	<5	<=5	>8	<=5	<=5	-3-	>12
Unsatisfactory	>5	>5	>10	>5	>5	>4	>16

¹ The dollar value of payment errors found divided by the annualized payments for the audit period.

² The number of errors found divided by the number of commitments for the audit period.

³ The number of errors found divided by the number of items sampled.

⁴ Within the audit period.

When the tests of a location shows a mixture of clerical, payment, and classification errors, and/or internal control and reconciliation issues, the performance rating shall be designated taking into consideration the level of findings for each of the above performance measures, as well as, the internal controls and reconciliation of data issues noted throughout the audit period.

PART III: STANDARD COMPENSATION BOARD AUDIT TESTS (Continues--)

Article 5 – Compensation Board Audit Procedures

5.5 Findings and Recommendations

1. Findings

- a. At the end of testing, an Audit Finding Worksheet will be prepared.
- b. At that time the Jail contact person will be asked to review the findings with the auditor and agree or disagree with the findings.
- c. The decision will be noted on the “Audit Finding Worksheet”.
- d. It is the purpose of this procedure to obtain agreement between the Jail contact person and the CB auditor concerning the facts presented in the body of each recommendation.
- e. Upon resolution of the “Audit Finding Worksheet(s)”, an exit conference will be scheduled with the Sheriff, Chief Jailer or other person designated by the Sheriff to act on his behalf.

2. Summary of Findings

- a. A Summary of Findings will be prepared showing a summary of the statistical and financial discrepancies found during the audit.
- b. An “Overall Conclusion Section” showing each activity performance rating with an “Overall Rating” for the jail.

5.6 Exit conference

1. The draft audit report will be discussed with the Jail staff prior to the exit conference.
2. At the exit conference a draft of the audit report and summary of findings will be reviewed with jail management or their designee.
 - a. An exit conference participation form will be completed.
 - b. The purpose of the form is show that the exit conference occurred.

PART III: STANDARD COMPENSATION BOARD AUDIT TESTS (Continues--)

5.7 Issuance and Distribution of Report

1. Report Issuance

- a. It is customary to issue the report within 3 weeks following the audit to the Sheriff or Regional Jail Administrator.
- b. A copy of the report will be sent to the City Manager, County Administrator, Chairman of the Regional Jail Board, Department of Corrections, and Compensation Board Management.

5.8 Close-out of the Audit

1. Audit Action Plan Requested

- a. When an action plan is requested, the Sheriff or Regional Jail Administrator must respond in writing providing the action(s) to be taken by Jail staff to correct the deficiency noted in the finding section of the audit report.
- b. Upon receipt of the action plan and acceptance of the actions noted therein, a follow-up audit would be planned to determine the effectiveness of the action taken.
 - i. The follow up audit may include:
 1. A full audit since the last audit date
 2. A specific audit of just the finding issues presented in the previous audit report.
 3. In some cases, a 100% file review may be required where a significant (materially misstates the monthly payment amount(s) & systemic problem has been found.
 - a. Upon completion of the follow up audit and the acceptance of the verification of the action plan effectiveness, the audit file will be closed.

2. No Action Plan Requested

3. Audit is closed upon issuance of report.

APPENDIX A

Glossary

The following words and terms when used in these guidelines have the following meanings unless the context clearly indicates otherwise:

“Administrative segregation of duties” means a separation of duties between the employee who inputs LIDS data, approves LIDS data, and Certifies LIDS monthly payment requests.

“Chief Executive” - the elected or appointed individual who by law or position has the overall responsibility for the facility’s administration and operation.

“Detainee” - is someone who has been arrested but not committed to the jail by the magistrate or court.

“Felonies, misdemeanors and traffic infractions defined. (§ 18.2-8.)” - Offenses are either felonies or misdemeanors. Such offenses as are punishable with death or confinement in a state correctional facility are felonies; all other offenses are misdemeanors. Traffic infractions are violations of public order as defined in § 46.2-100 and not deemed to be criminal in nature. (Code 1950, § 18.1-6; 1960, c. 358; 1975, cc. 14, 15; 1977, c. 585.)

“Inmate File” - used by the jail to hold all jail, magistrate and court(s) generated documents related to an inmate’s incarceration. The intent is to maintain in one place all documentation that supports the sheriff’s authorization to detain, incarcerate and release an individual.

“Local Charged Offender” - means an individual who has been charged under a local ordinance and who is not a state offender in accordance with §53.1-20 of the Code of Virginia.

“Local Responsible Inmate”

A Local Responsible Inmate (LR) is any person arrested on a state warrant and incarcerated in a local correctional facility, as defined by § 53.1-1, Code of Virginia, prior to trial; or (b) any person convicted of a misdemeanor offense and sentenced to a term in a local correctional facility; or (c) any person convicted of a felony offense after January 1, 1995 and given an effective sentence of (i) twelve months or less or (ii) less than one year or (d) any person convicted of a felony offense prior to January 1, 1995 and given an effective sentence of less than two years.

“Process Only” - is a detainee that has been arrested, taken before the magistrate or court, and released on their own recognizance. The magistrate or court has not committed the detainee to jail. This term also refers to someone who returns to the jail from the court to fill out paperwork or pick-up property, or weekenders coming to the jail to fill out paperwork prior to serving their sentence.

APPENDIX A

GLOSSARY – CONTINUED

“Postponed Sentence”

Reason Confined Code 14 (RC-14) – Convicted But Not Yet Sentenced/Post Trial

Inmate has been found guilty of an offense but the judge has chosen to postpone execution of a sentence. RC-14 Procedure: Confine offender with RC-14. Funding for this inmate is \$4 per day, with the inmate considered Local Responsible, even if the charge/s is felonious. The determination of whether or not an inmate is State Responsible is not made until sentencing.

If the offender is currently confined as Reason Confined ‘10’ Pre-trial be sure to choose Option 3 from the Commitment Maintenance Menu, ‘Update Confinement’ to change add a reason confined to ‘14’ with an Effective Date that equals the date of conviction. If this inmate is appealing their conviction enters a Disposition Code of ‘AP’ (Appeal).

“State Offender” - means an individual sentenced to a term of incarceration in accordance with Sections § 53.1-20, 53.1-20.1 of the Code of Virginia. This category also includes individuals awaiting trial or serving local time on state charges. For the purpose of Sections § 4.10 and § 4.11 relative to work release, educational release or rehabilitative release, a state offender should be defined in terms of the intake schedule pursuant to § 53.1. -20. (A State Responsible (SR) inmate is any offender convicted of one or more felony offenses and (a) the sum of consecutive offenses for felonies committed on or after January 1, 1995, (*Offense Type ‘A’*), is (i) more than twelve months or (ii) one year or more, or (b) the sum of consecutive effective sentences for felonies, committed before January 1 1995 (*Offense Type ‘B’*) is more than two years.)

(See <https://law.lis.virginia.gov/vacode/title53.1/chapter2/section53.1-20/>)

Frequently Asked Questions

IN THIS EDITION

When not to record all outstanding charges (from all localities) for an inmate when they are transferred to your Jail.

Is password sharing a good idea?

Is Illegal Alien IAQ recording and DHS response processing still a Code of Virginia Requirement?

Required Month-end Folder documentation

What are the Inmate Folder documentation requirements for DOC (SR) Cadre, & Work Release Inmates?

Should I use a Month-end Checklist to document the Data Verification tasks completed?

How often do I need to check my R/C 50 inmates to ensure they are still accurate?

Should there be an order to the recorded charges?

When not to record all outstanding charges (from all localities) for an inmate when they are transferred to your Jail (Effective January 1, 2017)

A question was raised at the last LIDS Advisory Committee (LAC) meeting relating to recording all pending charges for all localities for inmates transferred to another jail. As you can imagine, many valid perspectives were presented during the discussion(s). The issues were tabled to give the CB time to evaluate the question and form a response. We believe that all active (State and Local) charges for all jurisdictions should be recorded for each inmate unless they are at your jail for the purpose of going to court the following day and are going back to their previous location the same or next day. All charges that the inmate is held-on for your (Court) jurisdiction should be recorded. The remaining charges for other jurisdiction(s) should be recorded by using the "Outstanding Detainer" flag. To keep the Booking Section updated on this practice, please Post or Send notification so that this practice can be reinforced with them.

Is password sharing is ever a good idea?

Over the years due to illness, and other reasons to be absent, some find it necessary to share their password with others to enable them to release inmates, etc., during your absence. We believe strongly that **passwords should be never shared**. Please add individuals who will be using LIDS when you will be absent, so when that time arrives, inmate activity can be updated in a timely manner.

Should there be an order to the recorded charges?

We prefer that that the most serious violent charge(s) be recorded first. Secondly, we would prefer other felonies. Thirdly, violent misdemeanor charges. Non-violent misdemeanor charges and lastly local ordinances.

What are the Inmate Folder requirements for DOC (SR) Cadre, & Work Release Inmates?

All state responsible inmates held at your facility should be supported by a DOC approval letter or email. The letter should include whether the inmate is approved for a work release situation.

Is Illegal Alien IAQ recording and DHS response processing still a Code of Virginia Requirement?

Immigration processing has been a tradition since this country was founded. It has taken many forms. The current related Code of Virginia follows:

Universal Citation: [VA Code § 53.1-218 \(2014\)](#)

Whenever any person is committed to a correctional facility the director, sheriff or other officer in charge of such facility shall inquire as to whether the person (i) was born in a country other than the United States, and (ii) is a citizen of a country other than the United States. The director, sheriff or other officer in charge of such facility shall make an immigration alien query to the Law Enforcement Support Center of the United States Immigration and Customs Enforcement for any person who (i) was born in a country other than the United States, and (ii) is a citizen of a country other than the United States, or for whom the answer to (i) or (ii) is unknown.

In the case of a jail, the sheriff, or other officer in charge of such facility shall communicate the results of any immigration alien query that confirm that the person is illegally present in the United States to the Local Inmate Data System of the State Compensation Board. The State Compensation Board shall communicate, on a monthly basis, the results of any immigration alien query that results in a confirmation that the person is illegally present in the United States to the Central Criminal Records Exchange of the Department of State Police in a format approved by the Exchange.

Each audit will include a test to determine that the IAQ has been used as intended. Failure to update DHS response fields will continue to be an audit finding.

Required Month-end Folder documentation

The form of the Month-End Folder (MEF) can be electronic or paper. Since the size of the jail varies greatly from an average daily population of 24 to over 1,900, the amount of testing of inmate activity and data throughout the month, as well as, at month also varies considerably. The purpose is to show to your supervisor and the Compensation Board representatives, from time to time that all tests, etc., were completed to ensure the monthly payment request is accurate and that the LIDS month-end headcount agrees to the Jail headcount. To that end the minimum documents that should be included in the MEF are the following:

- A copy of all adjustments to the month's activity with an explanation for the adjustment.
- LIDS and JMS month-end headcount reconciliation summary that shows the ending headcount for each. All headcount differences (reconciling inmate names) that have been identified and the corrective action taken to resolve the difference when needed.
- LIDS and JMS headcount by inmate list that show the inmate name and commitment date.
- A copy of the Monthly Status Financial Report (electronic or paper)
- When local Jail SOP requires, a checklist of each Reason Confined tested and the results of the tests during the month and/or month-end. Also, the list of 5 inmate files tested for accuracy during the month and the results.
- A month-end tasks checklist is recommended when your Jail's activity has sufficient activity to require each reason confined category twice a month to ensure each change due to court or other activity has been recorded in a timely manner.

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